

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and overseeing the operation of the police records division. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class prepares departmental payroll records, assists in the preparation of the departmental budget, and acts as a receptionist for the police department. The Secretary to the Police Chief works independently in most areas with general instructions from the Police Chief who supervises and reviews the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the operation of the police department records division by ensuring adequate facilities for record storage, supervising police records clerks and reviewing records and reports completed by subordinates. Creates, revises and inspects systems for record-keeping, as needed. Receives department records and reports and checks them for accuracy, completeness and conformity to established standards. Proofreads typed materials and sees that all errors are corrected. Ensures that incoming mail or other material is date-stamped and distributed to the appropriate person. Reads incoming materials and sorts according to subject matter. Files correspondence, forms, records and reports in hard copy files or a computer database, according to the appropriate organizational scheme. Locates and retrieves information or documents from any file, and traces missing files. Performs driver's license and background checks on new employees or at the request of the District Attorney. Operates a computer terminal in order to enter or remove routine information from department records or files. Supervises Police Record Clerks by assigning work schedules, approving leave and evaluating work performance. Holds meetings with subordinate clerical personnel to receive reports, provide information or delegate work assignments. Develops new procedures for office functions when necessary.

Obtains information from time clock and makes calculations

necessary to compute payroll. Prepares payroll records and processes changes including raises, out of class pay or additions to the payroll. Tracks compensatory time, overtime and holiday pay. Handles questions or complaints from employees regarding pay, and deals with any errors or changes to payroll. Creates and maintains personnel and training records on all employees as well as a roster of department personnel, including contact information. Accounts for the money and assets of the records division and maintains the checking account. Collects fines and bond money and issues receipts. Posts items into journals, ledgers or other accounting records and balances accounts at the end of the month. Compiles information such as salaries, hours, overtime and related data to be used in developing the annual budget. Assists the Police Chief in preparing the operating budget for the department. Participates in annual audit of department, as needed.

Schedules appointments, opens incoming mail, places telephone calls and screens visitors for the Police Chief. Notifies the chief of scheduled meetings and visitors arriving at the department. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos and any other assigned documents, taking dictation and transcribing from notes or recordings as needed. Attends and takes minutes at meetings, as directed by the Police Chief. Composes letters and replies to any routine correspondence on own initiative. Performs background checks. Extracts information or summarizes contents of files for use by department personnel. Compiles and organizes data needed for reports by reading graphs, charts and manuals. Writes reports and completes all forms or records required. Works with the Police Chief to maintain and update departmental policy and procedure manuals, as needed.

Operates various office machinery, such as computers, facsimile machine, scanners and copiers. Locates repair services and gets estimates on repair costs for any assigned equipment. Prepares purchase requisitions. Maintains an inventory of supplies and equipment for the records division.

Acts as receptionist to visitors, including answering telephone calls and transferring call to the appropriate department or person. Responds to questions and handles any routine requests by visitors to the office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of

legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

The applicant must be not less than twenty-one (21) years of age.